



UNIVERSITY OF MARYLAND

UNIVERSITY SENATE

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MEMORANDUM

May 11, 2009

To: C. D. Mote, Jr.
From: Elise Miller-Hooks
Chair of the University Senate
Subject: Approval of the Elections, Representation, and Governance Committee
Report-Proposal to Approve the College of Agricultural and Natural
Resources' Plan of Organization
Senate Document Number 07-08-03

I am pleased to forward for your consideration the attached proposal entitled, "Proposal to Approve the College of Agriculture and Natural Resources' Plan of Organization." The proposal was presented by Sabrina Baron, Chair of the ERG Committee. The University Senate approved the proposed at its May 4, 2009 meeting.

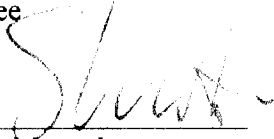
We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Approval of the Elections, Representation, and Governance Committee
Report-Proposal to Approve the College of Agricultural and Natural Resources'
Plan of Organization
Senate Document Number 07-08-03

EMH/ld

cc: Nariman Farvardin, Senior Vice President for Academic Affairs & Provost
Reka Montfort, Executive Secretary and Director, University Senate
Ellin Scholnick, Associate Provost for Faculty Affairs
Phyllis Peres, Associate Provost for Academic Planning and Programs
Terry Roach, Executive Assistant to the President
Janet Turnbull, President's Legal Office
Sabrina Baron, Chair of the Elections, Representation, and Governance
Committee

Approved: _____


C. D. Mote, Jr.
President

Date: _____

5/18/09

TRANSMITTAL AND ABSTRACT OF SENATE REPORT

Date Presented to the Senate:

Presenter: Sabrina Baron, chair, Elections, Representation, and Governance Committee

Subject of Report: Plan of Organization, College of Agriculture and Natural Resources

Senate Document Numbers:

Voting: (a) on resolutions or recommendations one by one, or
(b) in a single vote
(c) to endorse entire report

A. Statement of Issue:

In the fall of 2007, the ERG Committee was tasked with reviewing the draft Plan of Organization for the College of Agriculture and Natural Resources (AGNAR). The objective was to insure that the AGNAR Plan is consistent with the provisions of the University of Maryland Plan of Organization.

B. Recommendation:

The ERG Committee recommends that this updated document be forwarded to the SEC at this time and to the full Senate for approval as appropriate.

C. Committee Work:

The Committee considered this draft plan at three regular monthly meetings in the Fall of 2007. As result, the Committee communicated four suggestions for changes in language to Cheng-I Wei, Dean and Director of AGNAR. These changes had to do with providing a clear definition of service, providing clarity in the description of Senate representation for the AGNAR, and clarifying the role of the College Assembly in AGNAR governance. The Dean responded positively to all of the Committee suggestions and incorporated the suggested changes into the Plan.

The Committee subsequently became very involved in updating the Senate bylaws and did not move approval of the AGNAR Plan of Organization to the SEC. There was also a delay due to the need for the Faculty Affairs Committee to review the APT section of the AGNAR Plan.

D. Alternatives:

Postpone approval of the updated AGNAR Plan to a future meeting of the Senate.

E. Risks:

There are no risks inherent in approval of the AGNAR Plan of Organization. This update was performed as part of the larger move to insure that all Colleges, Schools, and units of the University have an up-to-date Plan of Organization in force.

F. Financial Implications:

None.

Plan of Organization
College of Agriculture and Natural Resources
University of Maryland, College Park

I. Purpose

The purpose of this plan of organization is to provide a structure for shared, balanced governance of the College of Agriculture and Natural Resources, giving due regard to rights, responsibilities, and participation of the entire College community.

II. Mission

The mission of the College of Agriculture and Natural Resources at the University of Maryland, College Park, is to provide education and conduct research related to agriculture, natural resources, and environmental biology; and to provide service to the campus, agricultural professional community, state and local governments, and to the citizens of the State. Research is intended to expand basic knowledge, to analyze important issues, to create and transfer new technology, and to help provide solutions to practical problems and critical issues. Educational programs are provided for undergraduate and graduate students as well as other citizens both on and off campus. **Service activities may take several different forms: service to the University; to the profession and higher education; and to the community, school systems, and government agencies.**

III. College Units

The tripartite mission of teaching, research, and extension is fulfilled in the College of Agriculture and Natural Resources through its academic departments, University of Maryland Extension, Institute of Applied Agriculture, and various centers and programs. "Unit" is the general term used in reference to each of these components. Faculty in the College of Agriculture and Natural Resources may hold tenure only in one of its six academic units or University of Maryland Extension.

The following units (academic and non-degree granting) comprise the College of Agriculture and Natural Resources:

A. Academic Units

- ~~Department of Biological Resources Engineering~~
- Department of Agricultural and Resource Economics
- ~~Department of Natural Resource Sciences and Landscape Architecture~~
- Department of Animal and Avian Sciences
- Department of Environmental Science and Technology
- Department of Nutrition and Food Science
- Department of Plant Science and Landscape Architecture

Department of Veterinary Medicine
Institute for Applied Agriculture

B. University of Maryland Extension (UME)

~~B. Maryland Cooperative Extension (MCE)~~

~~Region I — East Region~~

~~Region II — West Region~~

~~Region III~~

~~Campus Faculty~~

C. Non-Tenure Granting Units

a. Institute for Applied Agriculture

(A 2-year certificate program offering majors in six areas)

b. Maryland Agricultural Experiment Station (MAES)

(Fulfills the research mission of our land grant university through four Research and Education Centers and four other research stations located throughout the state of Maryland, as well as at the University of Maryland Eastern Shore)

c. Maryland Campus of the Virginia/Maryland Regional College of Veterinary Medicine (a joint program with Virginia Tech offering the Doctor of Veterinary Medicine Degree. Classes are offered both at UM and VT.)

IV. Administration

A. **Dean.** The Dean is the chief executive officer of the College of Agriculture and Natural Resources. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters. The Dean also serves as Director of Maryland Cooperative Extension and the Maryland Agricultural Experiment Station. The Dean has statewide responsibility for articulating the mission and goals of the College. The Dean is appointed by authority of the President of the University of Maryland upon recommendation of the Senior Vice President for Academic Affairs and Provost, following a search involving substantial participation by faculty, staff, students, and constituents of the State.

B. **Associate and Assistant Deans/Directors and Assistants to the Dean/Director.** The Dean may appoint Associate and Assistant Deans/Directors and Assistants to the Dean/Director who serve at the Dean's discretion. Associate or Assistant Deans/Directors may be appointed for each of the major responsibility areas of instruction, research, extension, administrative services, and international programs. Each of these shall assist the Dean to **administer** College operations. Appointments shall be made with substantial input from College faculty, staff, and students. All University procedures with regard to appointments and/or reappointments will be followed.

C. **Unit Heads.** Each unit of the College shall be administered by a chairperson, center

director, or regional extension director. Unit heads are responsible for their unit's budget, program direction, welfare, and personnel matters, including recommendations for appointments, tenure, promotions, and salaries, in concert with procedures of the University. Each chair or unit head will be appointed by the Dean following a search process with substantial involvement of faculty, staff, and student clients of the unit. All University procedures with regard to appointments will be followed.

V. Governance Structure and Organization

The overall current structure for the College is attached (see attachment). The Dean shall communicate with and be advised by the Administrative Council, the Faculty Advisory Council, the Staff Advisory Council, and the Agriculture and Natural Resources Student Council. The Dean and/or Director shall be responsible for the appointment of the College's standing committees and other advisory councils.

A. Administrative Council

1. Purpose: The Administrative Council shall consider and advise the Dean in all matters of the College, including academic, budgetary, and personnel matters.
2. Membership: All department chairpersons/associate deans/assistant deans and key academic/administrative leadership are members of the Council.
3. Meetings: Meetings shall be called by the Dean at least twice a year.

B. Faculty Advisory Council

1. Purpose: The Advisory Council shall advise the Dean.
2. Membership: Membership on the Council shall include the following:
 - a. A faculty representative from every unit in the College
 - b. One faculty extension assistant
 - c. One research associate
3. Organization: The Advisory Council shall establish its own organizational structure and elect a chairperson and an executive committee. The Advisory Council may convene a meeting of the College Assembly.
4. Meetings: The Advisory Council shall meet on a regular basis, at least once per semester, when called by the chairperson of the council.

C. Agriculture and Natural Resources Student Council

1. Purpose: It shall be the objective of this council to coordinate the activities of various clubs and organizations within the College of Agriculture and Natural Resources; to promote agriculture and natural resources public relations throughout the University; to foster the spirit of unity, friendship, and sociability among the students and faculty members of the College of Agriculture and Natural Resources; and to promote participation in extracurricular activities of the

College of Agriculture and Natural Resources.

2. **Membership:** Active members of organizations and clubs in or related to the College of Agriculture and Natural Resources are eligible for membership in the council. Examples of clubs include Alpha Gamma Rho, Alpha Zeta, and the American Society of Agricultural Engineers.
3. **Organization:**
 - a. Each organization or club shall have two representatives on the council elected by the active members of that organization or club during their annual elections.
 - b. Representatives shall serve on the council for a term of two semesters and may serve for an unlimited number of terms.
 - c. Representatives can serve as voting council members for only one organization or club.
 - d. Member clubs shall be responsible for appointing alternate representatives on a temporary basis should the need arise. In the event of a representative not returning to school or resigning, the vacant position shall be filled by a special election conducted by the organization or club concerned.
 - e. Officers of the council will not represent any individual organization or club.
4. **Meetings:** Council meetings shall be held at least once every other week during the fall semester and once a week during the spring semester.

D. Staff Advisory Council

1. **Purpose:** To function as an advisory board to the Dean of the College of Agriculture and Natural Resources (the Dean), and provide a mechanism for input on issues and concerns of campus and non-campus staff.
2. **Membership:** The Council membership shall consist of one elected staff representative from each of the following units/departments: CMREC/WMREC, WREC/LESREC, ~~CITO~~, IGS/FCS/4-H, ~~NRSL~~, ANSC, AREC, ~~ENBE~~, ENST, IAA, NFSC, PSLA, VTMD, UME ~~Region I, Region II, Region III, East Region, West Region~~, Dean's staff, and any additional members appointed, or units recognized by the Dean of the College of Agriculture and Natural Resources.
3. **Organization:**
 - a. Elections will be held in each department/unit approximately 4 months prior to the end of the current member's term, and must be completed prior to the last quarterly council meeting of the term.
 - b. Terms of membership will be for two years, beginning January 1 of the calendar year following election to the Council. There shall be no limit to the

number of terms an individual may serve.

- c. Whenever a mid-term vacancy occurs on the Council, it will be filled by special election to complete the remainder of the term.
 - d. CHAIR. The chair shall call and preside over Council meetings, and maintain communication with the Dean regarding Council activities and issues needing attention.
 - e. CO-CHAIR. The co-chair shall provide written notice of council meetings to all members, and assume the duties of the chair in his/her absence.
 - f. The chair and co-chair shall be elected from the Council membership by the Council members at the last quarterly Council meeting of the calendar year.

 - g. Committees may be assembled by the chair, co-chair or Dean of the College of Agriculture and Natural Resources, for specific purposes with specified completion dates.
4. Meetings: The Council will meet a minimum of four times a year. Special meetings may be called by the Dean of the College of Agriculture and Natural Resources or the chair of the Council. Written notice of quarterly meetings shall be provided to all members of the Council. Notice of any special meetings shall include the purpose for which the meeting is being held. A quorum is required to conduct any business needing a vote by the Council. A quorum shall consist of at least 2/3 of the membership either present or by proxy. At all meetings, each member present, or by proxy shall be entitled to one vote. A majority vote is required for passage of motions. Members may also cast votes by physical or e-mail at the direction of the Dean of the College of Agriculture and Natural Resources or chair of the Council. The chair, or in his/her absence, the co-chair, shall preside at all meetings. In the absence of both the chair and co-chair, the Council may select any member to act as chair of the meeting.

E. Merit Pay

Merit dollars that are transmitted from the Provost to the Dean as a percent of total salary budget will be distributed to the departments using the established discretion provided by the Provost. The Dean, in consultation with a faculty advisory committee, shall distribute money to reward department faculty or unit staff members who are exceptionally productive in the areas of research and scholarship, creative activity, teaching and advising, or service. The Dean may retain a small percentage of salary money for special problems.

VI. College Assembly

- A. Composition: The Assembly of the College of Agriculture and Natural Resources

- shall include all faculty and staff.
- B. Purpose: The purpose of the Assembly is to foster involvement of faculty and staff in College affairs. The Dean shall report to the Assembly. The Assembly shall **consider** the business of the College, receive reports, and stand as the forum for recognition of College personnel achievements.
 - C. Membership: All faculty and staff members shall belong to the Assembly. Undergraduate and graduate students may be invited to attend on an ad hoc basis.
 - D. Meetings: There shall be at least one Assembly meeting each academic year called by the Dean. The Dean shall present a state of the College address at one Assembly meeting each year. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Order Newly Revised. A majority of the membership shall be considered a quorum.
 - E. Organization: The Assembly shall be chaired by the chairperson of the Faculty Advisory Council. Assembly organizational rules shall be established by the Assembly.

VII. College Committees

College committees may be established at any time by the Dean in consultation with the Faculty Advisory Council. An ad hoc committee on Strategic Planning shall be appointed by the Dean as needed. When an ad hoc committee is to be established, a clear statement must be made concerning the nature of the committee charge and the maximum time for its existence. In addition to any ad hoc committees, there are two standing committees:

A. Appointments, Promotion, and Tenure (APT) Committee

1. Purpose: The APT Committee shall advise the Dean on appointments and promotions proposed by College units. The APT Committee may also advise the Dean on procedural and policy matters related to appointments, promotions, and tenure. Policies and procedures established by the APT Committee shall at all times conform to approved policies of the campus and of the University. Specific policies of the College process shall be written and made easily available to all interested parties.
2. Membership: The College APT Committee shall consist of tenured faculty members selected from each of the College units granting tenure. UME representation shall be determined by selecting one member to represent each 40-45 tenured and tenure-track faculty in UME.
3. Organization: The APT Committee will elect its own chairperson and co-chairperson and establish its own organizational procedures that conform with campus policies and procedures.
4. Meetings: The APT Committee will meet at the discretion of the Dean and

committee chairperson.

B. Programs, Curricula, and Courses (PCC) Committee

1. Purpose: The PCC Committee reviews and makes recommendations to the Dean concerning the establishment, modification, or termination of College programs, curricula, or courses leading to academic degrees or certificates; and the creation, abolition, or reassignment of departments of instruction, bureaus, centers, institutes, or other units whose purpose includes academic instruction leading to a UM degree or certificate. The PCC Committee also reviews and makes recommendations, through the Dean, to the Campus Senate Graduate and Undergraduate Committees on Programs, Curricula, and Courses.

The committee shall be especially concerned with the thoroughness and soundness of all proposals, with their role in meeting the mission of the College of Agriculture and Natural Resources or of the College Park campus, the need for the proposal, its effect on available resources, the appropriateness of the sponsoring group, and conformity with existing regulations.

2. Membership: The PCC Committee shall consist of one member of each academic unit of the College, with the exception of IAA. Unit heads will be asked by the Dean for nominations to the committee. Appointments to the PCC Committee will be made by the Dean from the list of nominations. The Associate Dean for Academic Programs shall serve as an ex-officio member of the PCC Committee.
3. Organization: The Dean shall appoint a chairperson for the PCC Committee from the committee members.
4. Meetings: Meetings will be held as needed to complete the PCC Committee charges in a timely manner.

VIII. Unit Organizations

Each unit of the College shall establish a plan of organization. Unit plans of organization shall conform with the Campus Plan of Organization. Unit plans should be revised as needed.

IX. College Senators

The College of Agriculture and Natural Resources shall set up an election committee to elect College senators composed of faculty representatives of the units and populations within the College. The College of Agriculture and Natural Resources shall appoint an election committee to conduct the election. The committee shall be made up of not less than five and not more than seven faculty members. Nominations shall be taken for each

unit's senator and the at-large senators. The election committee shall conduct elections as needed to fill senate vacancies in each unit and at-large seats.

- A. Election of Faculty Senators. The election committee shall coordinate with each unit to conduct elections within the units and shall conduct the election for at-large senators. The faculty in each unit conducting elections are eligible to nominate colleagues to fill the unit's senate seat as well as the College's at-large senate seat(s). The election committee shall make every effort to ensure that every eligible faculty member has the opportunity to submit nominations.
- B. Apportionment of Faculty Senators. For the purposes of apportionment, all units, academic and nonacademic, shall be treated alike.
 - 1. Senators shall be elected from a unit and from at-large.
 - 2. Each unit shall have no more than one senator representing that unit solely.
- C. Election of College of Agriculture and Natural Resources Graduate Senators. The College shall select one or two graduate candidates to run in the at-large election. The College of Agriculture and Natural Resources' Advisory Council shall appoint a nomination committee composed of graduate students to choose nominees. Eligibility and term of office are determined by the Senate's Plan of Organization.
- D. Election of College of Agriculture and Natural Resources Undergraduate Senators. The College of Agriculture and Natural Resources' Advisory Council, with participation from the Agriculture Student Council, shall appoint an election committee to conduct an election of the undergraduate senator(s). Eligibility and term of office are determined by the Senate's "Plan of Organization."

X. By-Laws

By-Laws to this plan may be established by anyone named in this plan and shall be in accordance with this and other Campus Plans of Organization.

XI. Amendments

Proposed amendments to this Plan of Organization should be presented in writing to the chairperson of the Faculty Advisory Council. The Faculty Advisory Council chairperson shall schedule proposed amendments for discussion and action at the next regular or special meeting of the college Assembly. The chairperson will notify faculty and staff in advance of the meeting, through unit chairpersons or directors, that these proposals will be considered. An amendment shall be adopted with a majority assenting vote of those present at the Assembly meeting. The vote will be by secret ballot.

XII. Adoption

This plan shall be adopted upon approval by the College Park ~~Campus~~ **University** Senate

and with majority approval of the faculty of the College of Agriculture and Natural Resources voting on this plan.

Attachment:

Prepared for Senate Review, November 2007

TRANSMITTAL AND ABSTRACT OF SENATE REPORT

Date Presented to the Senate: May 4, 2009

Presenter: Daniel Falvey, Chair of the Faculty Affairs Committee

Subject of Report: College of Agriculture and Natural Resources (AGNR) Plan of Organization (PoO)

Senate Document Number: #07-08-03

Voting: (a) on resolutions or recommendations one by one, or
(b) in a single vote
(c) to endorse entire report

A. Statement of Issue:

The College of AGNR revised its plan of organization to better conform the overall University Plan of Organization as well as to reflect some changes in the name and organization of its departments and other units.

B. Recommendations:

The Faculty Affairs Committee recommends adopting the revised AGNR Plan of Organization.

C. Committee Work:

FAC reviewed the aspects of the plan that were likely to affect APT policies. There was a lengthy discussion with the Dean and Associate Dean of AGNR regarding the status of extension faculty. Specifically the committee requested that the new document clarify which unit or units would be responsible for first-level tenure review and constitute the tenure home for UME faculty agents. It was finally agreed that UME as a whole, rather than its constituent regions, would provide the tenure home (i.e. correspond to a department) for these faculty. The committee feels that the final revisions have adequately clarified this situation.

D. Alternatives:

The SEC could reject the plan and ANGR could operate under its previous structure.

E. Risks:

There are no risks inherent in approval of the AGNR Plan of Organization. This update was performed as part of the larger move to insure that all Colleges, Schools, and units of the University have an up-to-date Plan of Organization in force.

F. Financial Implications

None.

April 23, 2009

Revised 4/17/09

**Plan of Organization
College of Agriculture and Natural Resources
University of Maryland, College Park**

I. Purpose

The purpose of this plan of organization is to provide a structure for shared, balanced governance of the College of Agriculture and Natural Resources, giving due regard to rights, responsibilities, and participation of the entire College community.

II. Mission

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III. College Units

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~~The following units (academic and non-degree granting) comprise the College of Agriculture and Natural Resources:~~

A. Academic Units

~~Department of Biological Resources Engineering~~
~~Department of Agricultural and Resource Economics~~
~~Department of Natural Resource Sciences and Landscape Architecture~~
Department of Animal and Avian Sciences
Department of Environmental Science and Technology
Department of Nutrition and Food Science
Department of Plant Science and Landscape Architecture

Revised 4/17/09

Department of Veterinary Medicine

B. University of Maryland Extension (UME)

~~B. Maryland Cooperative Extension (MCE)~~

~~Region I — East Region~~

~~Region II — West Region~~

~~Region III~~

~~Campus Faculty~~

C. Non-Tenure Granting Units

a. Institute for Applied Agriculture

(A 2-year certificate program offering majors in six areas)

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(Fulfills the research mission of our land grant university through four Research and Education Centers and four other research stations located throughout the state of Maryland, as well as at the University of Maryland Eastern Shore)

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Medicine (a joint program with Virginia Tech offering the Doctor of Veterinary Medicine Degree. Classes are offered both at UM and VT.)

IV. Administration

A. **Dean.** The Dean is the chief executive officer of the College of Agriculture and Natural Resources. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters. The Dean also serves as Director of Maryland Cooperative Extension and the Maryland Agricultural Experiment Station. The Dean has statewide responsibility for articulating the mission and goals of the College. The Dean is appointed by authority of the President of the University of Maryland upon recommendation of the Senior Vice President for Academic Affairs and Provost, following a search involving substantial participation by faculty, staff, students, and constituents of the State.

B. **Associate and Assistant Deans/Directors and Assistants to the Dean/Director.**

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Revised 4/17/09

- C. **Unit Heads.** Each unit of the College shall be administered by a chairperson, center director, or regional extension director. Unit heads are responsible for their unit's budget, program direction, welfare, and personnel matters, including recommendations for appointments, tenure, promotions, and salaries, in concert with procedures of the University. Each chair or unit head will be appointed by the Dean following a search process with substantial involvement of faculty, staff, and student clients of the unit. All University procedures with regard to appointments will be followed.

V. **Governance Structure and Organization**

The overall current structure for the College is attached (see attachment). The Dean shall communicate with and be advised by the Administrative Council, the Faculty Advisory Council, the Staff Advisory Council and the Agriculture and Natural Resources Student Council. The Dean and/or Director shall be responsible for the appointment of the College's standing committees and other advisory councils.

A. **Administrative Council**

1. **Purpose:** The Administrative Council shall consider and advise the Dean in all matters of the College, including academic, budgetary, and personnel matters.
2. **Membership:** All department chairpersons/associate deans/assistant deans, RED=s, and key academic/administrative leadership are members of the Council.
3. **Meetings:** Meetings shall be called by the Dean at least twice a year.

B. **Faculty Advisory Council**

1. **Purpose:** The Advisory Council shall advise the Dean.
2. **Membership:** Membership on the Council shall include the following:
 - a. Elected College Park faculty senators of the College
 - b. One faculty representative from each College unit not entitled to a campus senator
 - c. One faculty extension assistant
 - d. One research associate
3. **Organization:** The Advisory Council shall establish its own organizational structure and elect a chairperson and an executive committee. The Advisory Council may convene a meeting of the College Assembly.
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2. Membership: Active members of organizations and clubs in or related to the College of Agriculture and Natural Resources are eligible for membership in the council. Examples of clubs include Alpha Gamma Rho, Alpha Zeta, and the American Society of Agricultural Engineers.
3. Organization:
 - a. Each organization or club shall have two representatives on the council elected by the active members of that organization or club during their annual elections.
 - b. Representatives shall serve on the council for a term of two (2) semesters and may serve for an unlimited number of terms.
 - c. Representatives can serve as voting council members for only one organization or club.
 - d. Member clubs shall be responsible for appointing alternate representatives on a temporary basis should the need arise. In the event of a representative not returning to school or resigning, the vacant position shall be filled by a special election conducted by the organization or club concerned.
 - e. Officers of the council will not represent any individual organization or club.
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D. Staff Advisory Council

1. Purpose: To function as an advisory board to the Dean of the College of Agriculture and Natural Resources (the Dean), and provide a mechanism for input on issues and concerns of campus and non-campus staff.
2. Membership: The Council membership shall consist of one elected staff representative from each of the following units/departments: CMREC/WMREC,

Revised 4/17/09

WREC/LESREC, CITO, IGS/FCS/4-H, NRSL, ANSC, AREC, ENBE, ENST, IAA, NFSC, PSLA, VTMD, UME ~~Region I, Region II, Region III, East Region, West Region~~, Dean's staff, and any additional members appointed, or units recognized by the Dean of the College of Agriculture and Natural Resources.

3. Organization:
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 - e. CO-CHAIR. The co-chair shall provide written notice of council meetings to all members, and assume the duties of the chair in his/her absence.
 - f. The chair and co-chair shall be elected from the Council membership by the Council members at the last quarterly Council meeting of the calendar year.
 - g. Committees may be assembled by the Chair, Co-chair or Dean of the College of Agriculture and Natural Resources, for specific purposes with specified completion dates.

4. Meetings: The Council will meet a minimum of four times a year. Special meetings may be called by the Dean of the College of Agriculture and Natural Resources or the Chair of the Council. Written notice of quarterly meetings shall be provided to all members of the Council. Notice of any special meetings shall include the purpose for which the meeting is being held. A quorum is required to conduct any business needing a vote by the Council. A quorum shall consist of at least 2/3 of the membership either present or by proxy. At all meetings, each member present, or by proxy shall be entitled to one vote. A majority vote is required for passage of motions. Members may also cast votes by physical or E-mail at the direction of the Dean of the College of Agriculture and Natural Resources or Chair of the Council. The Chair, or in his/her absence, the Co-Chair, shall preside at all meetings. In the absence of both the Chair and Co-Chair, the Council may select any member to act as Chair of the meeting.

VI. College Assembly

- A. **Composition:** The Assembly of the College of Agriculture and Natural Resources shall include all faculty and staff.
- B. **Purpose:** The purpose of the assembly is to foster involvement of faculty and staff in College affairs. The Dean shall report to the assembly. The assembly shall conduct the business of the College, receive reports, and stand as the forum for recognition of College personnel achievements.
- C. **Membership:** All faculty and staff members shall belong to the Assembly. Undergraduate and graduate students may be invited to attend on an ad hoc basis.
- D. **Meetings:** There shall be at least one assembly meeting each academic year called by the Dean. The Dean shall present a state of the College address at one assembly each year. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Orders Newly Revised. A majority of the membership shall be considered a quorum.
- E. **Organization:** The assembly shall be chaired by the chairperson of the Faculty Advisory Council. Assembly organizational rules shall be established by the assembly.

VII. College Committees

College committees are established at any time by the Dean in consultation with the Faculty Advisory Council. An ad hoc committee on Strategic Planning shall be appointed by the Dean as needed. When an ad hoc committee is to be established, a clear statement must be made concerning the nature of the committee charge and the maximum time for its existence. In addition to any ad hoc committees, there are two standing committees:

A. Appointments, Promotion, and Tenure (APT) Committee

- 1. **Purpose:** The College APT Committee shall advise the Dean on appointments and promotions proposed by College units. The APT Committee may also advise the Dean on procedural and policy matters related to appointments, promotions, and tenure. Policies and procedures established by the APT Committee shall at all times conform to approved policies of the campus and of the University. Specific policies of the College process shall be written and made easily available to all interested parties.
- 2. **Membership:** The College APT Committee shall consist of tenured faculty members selected from each of the College units granting tenure. UME representation shall be determined by selecting one member to represent each 40-45 tenured and tenure-track faculty in UME.
- 3. Unit heads will be asked by the Dean for nominations to the committee, and appointment to the committee will be made by the Dean, in conformance with campus policies regarding inclusiveness and distribution of academic rank. The

Revised 4/17/09

term of membership on the APT Committee will be staggered and will be for two years.

4. **Organization:** The APT Committee will elect its own chairperson and establish its own organizational procedures that conform with campus policies and procedures.
5. **Meetings:** The APT Committee will meet at the discretion of the Dean and committee chairperson.

B. Programs, Curricula, and Courses (PCC) Committee

1. **Purpose:** The PCC Committee reviews and makes recommendations to the Dean concerning the establishment, modification, or termination of College programs, curricula, or courses leading to academic degrees or certificates; the creation, abolition, or reassignment of departments of instruction, bureaus, centers, institutes, or other units whose purpose includes academic instruction leading to a UM degree or certificate. The PCC Committee also reviews and makes recommendations, through the Dean, to the Campus Senate Graduate and Undergraduate Committees on Programs, Curricula, and Courses.

The committee shall be especially concerned with the thoroughness and soundness of all proposals, with their role in meeting the mission of the College of Agriculture and Natural Resources or of the College Park campus, the need for the proposal, its effect on available resources, appropriateness of the sponsoring group, and conformity with existing regulations.

2. **Membership:** The PCC Committee shall consist of one member of each academic unit of the College, with the exception of IAA. Unit heads will be asked by the Dean for nominations to the committee. Appointments to the PCC Committee will be made by the Dean from the list of nominations. The Associate Dean for Academic Programs shall serve as an ex-officio member of the PCC Committee.
3. **Organization:** The Dean shall appoint a chairperson for the PCC Committee from the committee members.
4. **Meetings:** Meetings will be held as needed to complete the PCC Committee charges in a timely manner.

VIII. Unit Organizations

Each unit of the College shall establish a plan of organization. Unit plans of organization

Revised 4/17/09

shall conform with the Campus Plan of Organization. Unit plans should be revised as needed.

IX. College Senators

The College of Agriculture and Natural Resources shall set up an election committee to elect College senators composed of faculty representatives of the units and population within the College. The College of Agriculture and Natural Resources shall appoint an election committee to conduct the election. The committee shall be made up of not less than five and not more than seven faculty members. Nominations shall be taken for each unit's senator and the at-large senators. The election committee shall conduct elections as needed to fill senate vacancies in each unit and at-large seats.

- A. Election of Faculty Senators. The election committee shall coordinate with each unit to conduct elections within the units and shall conduct the election for at-large senators. The faculty in each unit conducting elections are eligible to nominate colleagues to fill the unit's senate seat as well as the College's at-large senate seat(s). The election committee shall make every effort to ensure that every eligible faculty member has the opportunity to submit nominations.
- B. Apportionment of Faculty Senators. For the purposes of apportionment, all units, academic and nonacademic, shall be treated alike.
 - 1. Senators shall be elected from a unit and from at-large.
 - 2. Each unit shall have no more than one senator representing that unit solely.
- C. Election of College of Agriculture and Natural Resources Graduate Senators. The College shall select one or two graduate candidates to run in the at-large election. The College of Agriculture and Natural Resources' Advisory Council shall appoint a nomination committee composed of graduate students to choose nominees. Eligibility and term of office are determined by the Senate's "Plan of Organization."
- D. Election of College of Agriculture and Natural Resources Undergraduate Senators. The College of Agriculture and Natural Resources' Advisory Council, with participation from the Agriculture Student Council, shall appoint an election committee to conduct an election of the undergraduate senator(s). Eligibility and term of office are determined by the Senate's "Plan of Organization."

X. By-Laws

By-Laws to this plan may be established by anyone named in this plan and shall be in accordance with this and other Campus Plans of Organization.

Revised 4/17/09

XI. Amendments

Proposed amendments to this Plan of Organization should be presented in writing to the chairperson of the Faculty Advisory Council. The Faculty Advisory Council chairperson shall schedule proposed amendments for discussion and action at the next regular or special meeting of the college assembly. The chairperson will notify faculty and staff in advance of the meeting, through unit chairpersons or directors, that these proposals will be considered. An amendment shall be adopted with a majority assenting vote of those present at the assembly meeting. The vote will be by secret ballot.

XII. Adoption

This plan shall be adopted upon approval by the College Park ~~Campus~~ University Senate and with majority approval of the faculty of the College of Agriculture and Natural Resources voting on this plan.

Attachment:

Prepared for Senate Review, July 2007

TRANSMITTAL AND ABSTRACT OF SENATE REPORT

Date Presented to the Senate:

Presenter: Sabrina Baron, chair, Elections, Representation, and Governance Committee

Subject of Report: Plan of Organization, College of Agriculture and Natural Resources

Senate Document Numbers:

Voting: (a) on resolutions or recommendations one by one, or
(b) in a single vote
(c) to endorse entire report

A. Statement of Issue:

In the fall of 2007, the ERG Committee was tasked with reviewing the draft Plan of Organization for the College of Agriculture and Natural Resources (AGNR). The objective was to insure that the AGNR Plan is consistent with the provisions of the University of Maryland Plan of Organization.

B. Recommendation:

The ERG Committee recommends that this updated document be forwarded to the SEC at this time and to the full Senate for approval as appropriate.

C. Committee Work:

The Committee considered this draft plan at three regular monthly meetings in the Fall of 2007. As result, the Committee communicated four suggestions for changes in language to Cheng-I Wei, Dean and Director of AGNR. These changes had to do with providing a clear definition of service, providing clarity in the description of Senate representation for the AGNR, and clarifying the role of the College Assembly in AGNR governance. The Dean responded positively to all of the Committee suggestions and incorporated the suggested changes into the Plan.

The Committee subsequently became very involved in updating the Senate bylaws and did not move approval of the AGNR Plan of Organization to the SEC. There was also a delay due to the need for the Faculty Affairs Committee to review the APT section of the AGNR Plan.

D. Alternatives:

Postpone approval of the updated AGNR Plan to a future meeting of the Senate.

E. Risks:

There are no risks inherent in approval of the AGNR Plan of Organization. This update was performed as part of the larger move to insure that all Colleges, Schools, and units of the University have an up-to-date Plan of Organization in force.

F. Financial Implications:

None.

Plan of Organization
College of Agriculture and Natural Resources
University of Maryland, College Park

I. Purpose

The purpose of this plan of organization is to provide a structure for shared, balanced governance of the College of Agriculture and Natural Resources, giving due regard to rights, responsibilities, and participation of the entire College community.

II. Mission

The mission of the College of Agriculture and Natural Resources at the University of Maryland, College Park, is to provide education and conduct research related to agriculture, natural resources, and environmental biology; to provide service to the campus, agricultural professional community, state and local governments, and to the citizens of the State. Research is intended to expand basic knowledge, to analyze important issues, to create and transfer new technology, and to help provide solutions to practical problems and critical issues. Educational programs are provided for undergraduate and graduate students as well as other citizens both on and off campus. *Service activities may take several different forms: service to the University; to the profession and higher education; and to the community, school systems, and government agencies.*

III. College Units

The following units (academic and non-degree granting) comprise the College of Agriculture and Natural Resources:

A. Academic Units

~~Department of Biological Resources Engineering~~
Department of Agricultural and Resource Economics
~~Department of Natural Resource Sciences and Landscape Architecture~~
Department of Animal and Avian Sciences
Department of Environmental Science and Technology
Department of Nutrition and Food Science
Department of Plant Science and Landscape Architecture
Department of Veterinary Medicine
Institute for Applied Agriculture

B. Maryland Cooperative Extension (MCE)

Region I East Region

Region-II West Region
Region-III
Campus Faculty

- C. Maryland Agricultural Experiment Station (MAES)
- D. Maryland Campus of the Virginia-Maryland Regional College of Veterinary Medicine

IV. Administration

- A. **Dean.** The Dean is the chief executive officer of the College of Agriculture and Natural Resources. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters. The Dean also serves as Director of Maryland Cooperative Extension and the Maryland Agricultural Experiment Station. The Dean has statewide responsibility for articulating the mission and goals of the College. The Dean is appointed by authority of the President of the University of Maryland upon recommendation of the Senior Vice President for Academic Affairs and Provost, following a search involving substantial participation by faculty, staff, students, and constituents of the State.
- B. **Associate and Assistant Deans/Directors and Assistants to the Dean/Director.** The Dean may appoint Associate and Assistant Deans/Directors and Assistants to the Dean/Director who serve at the Dean's discretion. Associate or Assistant Deans/Directors may be appointed for each of the major responsibility areas of instruction, research, extension, administrative services, and international programs. Each of these shall assist the Dean to administer College operations. Appointments shall be made with substantial input from College faculty, staff, and students. All University procedures with regard to appointments and/or reappointments will be followed.
- C. **Unit Heads.** Each unit of the College shall be administered by a chairperson, center director, or regional extension director. Unit heads are responsible for their unit's budget, program direction, welfare, and personnel matters, including recommendations for appointments, tenure, promotions, and salaries, in concert with procedures of the University. Each chair or unit head will be appointed by the Dean following a search process with substantial involvement of faculty, staff, and student clients of the unit. All University procedures with regard to appointments will be followed.

V. Governance Structure and Organization

The overall current structure for the College is attached (see attachment). The Dean shall communicate with and be advised by the Administrative Council, the Faculty Advisory

Council, the Staff Advisory Council and the Agriculture and Natural Resources Student Council. The Dean and/or Director shall be responsible for the appointment of the College's standing committees and other advisory councils.

A. Administrative Council

1. Purpose: The Administrative Council shall consider and advise the Dean in all matters of the College, including academic, budgetary, and personnel matters.
2. Membership: All department chairpersons/associate deans/assistant deans and key academic/administrative leadership are members of the Council.
3. Meetings: Meetings shall be called by the Dean at least twice a year.

B. Faculty Advisory Council

1. Purpose: The Advisory Council shall advise the Dean.
2. Membership: Membership on the Council shall include the following:
 - a. A faculty representative from every unit in the College
 - b. One faculty extension assistant
 - c. One research associate
3. Organization: The Advisory Council shall establish its own organizational structure and elect a chairperson and an executive committee. The Advisory Council may convene a meeting of the College Assembly.
4. Meetings: The Advisory Council shall meet on a regular basis, at least once per semester, when called by the chairperson of the council.

C. Agriculture and Natural Resources Student Council

1. Purpose: It shall be the objective of this council to coordinate the activities of various clubs and organizations within the College of Agriculture and Natural Resources; to promote agriculture and natural resources public relations throughout the University; to foster the spirit of unity, friendship, and sociability among the students and faculty members of the College of Agriculture and Natural Resources; and to promote participation in extracurricular activities of the College of Agriculture and Natural Resources.
2. Membership: Active members of organizations and clubs in or related to the College of Agriculture and Natural Resources are eligible for membership in the council. Examples of clubs include Alpha Gamma Rho, Alpha Zeta, and the American Society of Agricultural Engineers.
3. Organization:
 - a. Each organization or club shall have two representatives on the council elected by the active members of that organization or club during their annual elections.
 - b. Representatives shall serve on the council for a term of two (2) semesters and

may serve for an unlimited number of terms.

- c. Representatives can serve as voting council members for only one organization or club.
 - d. Member clubs shall be responsible for appointing alternate representatives on a temporary basis should the need arise. In the event of a representative not returning to school or resigning, the vacant position shall be filled by a special election conducted by the organization or club concerned.
 - e. Officers of the council will not represent any individual organization or club.
4. Meetings: Council meetings shall be held at least once every other week during the fall semester and once a week during the spring semester.

D. Staff Advisory Council

1. Purpose: To function as an advisory board to the Dean of the College of Agriculture and Natural Resources (the Dean), and provide a mechanism for input on issues and concerns of campus and non-campus staff.
2. Membership: The Council membership shall consist of one elected staff representative from each of the following units/departments: CMREC/WMREC, WREC/LESREC, CITO, IGS/FCS/4-H, ~~NRS~~, ANSC, AREC, ~~ENBE~~, ENST, IAA, NFSC, PSLA, VTMD, ~~Region I, Region II, Region III~~, East Region, West Region, Dean's staff, and any additional members appointed, or units recognized by the Dean of the College of Agriculture and Natural Resources.
3. Organization:
 - a. Elections will be held in each department/unit approximately 4 months prior to the end of the current members= term, and must be completed prior to the last quarterly council meeting of the term.
 - b. Terms of membership will be for two years, beginning January 1 of the calendar year following election to the Council. There shall be no limit to the number of terms an individual may serve.
 - c. Whenever a mid-term vacancy occurs on the Council, it will be filled by special election to complete the remainder of the term.
 - d. CHAIR. The chair shall call and preside over Council meetings, maintain communication with the Dean regarding Council activities and issues needing attention.
 - e. CO-CHAIR. The co-chair shall provide written notice of council meetings to all members, and assume the duties of the chair in his/her absence.
 - f. The chair and co-chair shall be elected from the Council membership by the Council members at the last quarterly Council meeting of the calendar year.

- g. Committees may be assembled by the Chair, Co-chair or Dean of the College of Agriculture and Natural Resources, for specific purposes with specified completion dates.
4. Meetings: The Council will meet a minimum of four times a year. Special meetings may be called by the Dean of the College of Agriculture and Natural Resources or the Chair of the Council. Written notice of quarterly meetings shall be provided to all members of the Council. Notice of any special meetings shall include the purpose for which the meeting is being held. A quorum is required to conduct any business needing a vote by the Council. A quorum shall consist of at least 2/3 of the membership either present or by proxy. At all meetings, each member present, or by proxy shall be entitled to one vote. A majority vote is required for passage of motions. Members may also cast votes by physical or E-mail at the direction of the Dean of the College of Agriculture and Natural Resources or Chair of the Council. The Chair, or in his/her absence, the Co-Chair, shall preside at all meetings. In the absence of both the Chair and Co-Chair, the Council may select any member to act as Chair of the meeting.

E. Merit Pay

Merit dollars that are transmitted from the Provost to the Dean as a percent of total salary budget will be distributed to the departments using the established discretion provided by the Provost. The Dean, in consultation with a faculty advisory committee, shall distribute money to reward department faculty or unit staff members who are exceptionally productive in the areas of research and scholarship, creative activity, teaching and advising, or service. Dean may retain a small percentage of salary money for special problems.

VI. College Assembly

- A. Composition: The Assembly of the College of Agriculture and Natural Resources shall include all faculty and staff.
- B. Purpose: The purpose of the assembly is to foster involvement of faculty and staff in College affairs. The Dean shall report to the assembly. The assembly shall consider the business of the College, receive reports, and stand as the forum for recognition of College personnel achievements.
- C. Membership: All faculty and staff members shall belong to the Assembly. Undergraduate and graduate students may be invited to attend on an ad hoc basis.
- D. Meetings: There shall be at least one assembly meeting each academic year called by the Dean. The Dean shall present a state of the College address at one assembly each year. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Orders Newly Revised. A majority of the membership shall be considered a quorum.

- E. **Organization:** The assembly shall be chaired by the chairperson of the Faculty Advisory Council. Assembly organizational rules shall be established by the assembly.

VII. College Committees

College committees are established at any time by the Dean in consultation with the Faculty Advisory Council. An ad hoc committee on Strategic Planning shall be appointed by the Dean as needed. When an ad hoc committee is to be established, a clear statement must be made concerning the nature of the committee charge and the maximum time for its existence. In addition to any ad hoc committees, there are two standing committees:

A. Appointments, Promotion, and Tenure (APT) Committee

1. **Purpose:** The APT Committee shall advise the Dean on appointments and promotions proposed by College units. The APT Committee may also advise the Dean on procedural and policy matters related to appointments, promotions, and tenure. Policies and procedures established by the APT Committee shall at all times conform to approved policies of the campus and of the University. Specific policies of the College process shall be written and made easily available to all interested parties.
2. **Membership:** The APT Committee shall consist of one tenured faculty member selected from each tenure-granting unit in the College. Unit heads will be asked by the Dean for nominations to the committee, and appointment to the committee will be made by the Dean, in conformance with campus policies regarding inclusiveness and distribution of academic rank. The term of membership on the APT Committee will be staggered and will be for two years.
3. **Organization:** The APT Committee will elect its own chairperson and co-chairperson and establish its own organizational procedures that conform with campus policies and procedures.
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B. Programs, Curricula, and Courses (PCC) Committee

1. **Purpose:** The PCC Committee reviews and makes recommendations to the Dean concerning the establishment, modification, or termination of College programs, curricula, or courses leading to academic degrees or certificates; the creation, abolition, or reassignment of departments of instruction, bureaus, centers, institutes, or other units whose purpose includes academic instruction leading to a UM degree or certificate. The PCC Committee also reviews and makes

recommendations, through the Dean, to the Campus Senate Graduate and Undergraduate Committees on Programs, Curricula, and Courses.

The committee shall be especially concerned with the thoroughness and soundness of all proposals, with their role in meeting the mission of the College of Agriculture and Natural Resources or of the College Park campus, the need for the proposal, its effect on available resources, appropriateness of the sponsoring group, and conformity with existing regulations.

2. **Membership:** The PCC Committee shall consist of one member of each academic unit of the College, with the exception of IAA. Unit heads will be asked by the Dean for nominations to the committee. Appointments to the PCC Committee will be made by the Dean from the list of nominations. The Associate Dean for Academic Programs shall serve as an ex-officio member of the PCC Committee.
3. **Organization:** The Dean shall appoint a chairperson for the PCC Committee from the committee members.
4. **Meetings:** Meetings will be held as needed to complete the PCC Committee charges in a timely manner.

VIII. Unit Organizations

Each unit of the College shall establish a plan of organization. Unit plans of organization shall conform with the Campus Plan of Organization. Unit plans should be revised as needed.

IX. College Senators

The College of Agriculture and Natural Resources shall set up an election committee to elect College senators composed of faculty representatives of the units and population within the College. The College of Agriculture and Natural Resources shall appoint an election committee to conduct the election. The committee shall be made up of not less than five and not more than seven faculty members. Nominations shall be taken for each unit's senator and the at-large senators. The election committee shall conduct elections as needed to fill senate vacancies in each unit and at-large seats.

- A. Election of Faculty Senators. The election committee shall coordinate with each unit to conduct elections within the units and shall conduct the election for at-large senators. The faculty in each unit conducting elections are eligible to nominate colleagues to fill the unit's senate seat as well as the College's at-large senate seat(s). The election committee shall make every effort to ensure that every eligible faculty member has the opportunity to submit nominations.

B. Apportionment of Faculty Senators. For the purposes of apportionment, all units, academic and nonacademic, shall be treated alike.

1. Senators shall be elected from a unit and from at-large.
2. Each unit shall have no more than one senator representing that unit solely.

C. Election of College of Agriculture and Natural Resources Graduate Senators.

The College shall select one or two graduate candidates to run in the at-large election. The College of Agriculture and Natural Resources' Advisory Council shall appoint a nomination committee composed of graduate students to choose nominees. Eligibility and term of office are determined by the Senate's "Plan of Organization."

D. Election of College of Agriculture and Natural Resources Undergraduate Senators.

The College of Agriculture and Natural Resources' Advisory Council, with participation from the Agriculture Student Council, shall appoint an election committee to conduct an election of the undergraduate senator(s). Eligibility and term of office are determined by the Senate's "Plan of Organization."

X. By-Laws

By-Laws to this plan may be established by anyone named in this plan and shall be in accordance with this and other Campus Plans of Organization.

XI. Amendments

Proposed amendments to this Plan of Organization should be presented in writing to the chairperson of the Faculty Advisory Council. The Faculty Advisory Council chairperson shall schedule proposed amendments for discussion and action at the next regular or special meeting of the college assembly. The chairperson will notify faculty and staff in advance of the meeting, through unit chairpersons or directors, that these proposals will be considered. An amendment shall be adopted with a majority assenting vote of those present at the assembly meeting. The vote will be by secret ballot.

XII. Adoption

This plan shall be adopted upon approval by the University Senate and with majority approval of the faculty of the College of Agriculture and Natural Resources voting on this plan.

Attachment:

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Prepared for Senate Review, November 2007

**Plan of Organization
College of Agriculture and Natural Resources
University of Maryland, College Park**

I. Purpose

The purpose of this plan of organization is to provide a structure for shared, balanced governance of the College of Agriculture and Natural Resources, giving due regard to rights, responsibilities, and participation of the entire College community.

II. Mission

The mission of the College of Agriculture and Natural Resources at the University of Maryland, College Park, is to provide education and conduct research related to agriculture, natural resources, and environmental biology; to provide service to the campus, agricultural professional community, state and local governments, and to the citizens of the State. Research is intended to expand basic knowledge, to analyze important issues, to create and transfer new technology, and to help provide solutions to practical problems and critical issues. Educational programs are provided for undergraduate and graduate students as well as other citizens both on and off campus.

III. College Units

The tripartite mission of teaching, research, and extension is fulfilled in the College of Agriculture and Natural Resources through its academic departments, University of Maryland Extension, Institute of Applied Agriculture, and various centers and programs. "Unit" is the general term used in reference to each of these components. Faculty in the College of Agriculture and Natural Resources may hold tenure only in one of its six academic units or University of Maryland Extension.

~~The following units (academic and non-degree granting) comprise the College of Agriculture and Natural Resources:~~

A. Academic Units

~~Department of Biological Resources Engineering~~

~~Department of Agricultural and Resource Economics~~

~~Department of Natural Resource Sciences and Landscape Architecture~~

~~Department of Animal and Avian Sciences~~

Department of Environmental Science and Technology

~~Department of Nutrition and Food Science~~

Department of Plant Science and Landscape Architecture
Department of Veterinary Medicine

B. University of Maryland Extension (UME)

B. ~~Maryland Cooperative Extension (MCE)~~

~~Region I — East Region~~

~~Region II — West Region~~

~~Region III~~

~~Campus Faculty~~

C. Non-Tenure Granting Units

a. Institute for Applied Agriculture

(A 2-year certificate program offering majors in six areas)

b. Maryland Agricultural Experiment Station (MAES)

(Fulfills the research mission of our land grant university through four Research and Education Centers and four other research stations located throughout the state of Maryland, as well as at the University of Maryland Eastern Shore)

c. Maryland Campus of the VirginiaCMaryland Regional College of Veterinary

Medicine (a joint program with Virginia Tech offering the Doctor of Veterinary Medicine Degree. Classes are offered both at UM and VT.)

IV. Administration

A. Dean. The Dean is the chief executive officer of the College of Agriculture and Natural Resources. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters. The Dean also serves as Director of Maryland Cooperative Extension and the Maryland Agricultural Experiment Station. The Dean has statewide responsibility for articulating the mission and goals of the College. The Dean is appointed by authority of the President of the University of Maryland upon recommendation of the Senior Vice President for Academic Affairs and Provost, following a search involving substantial participation by faculty, staff, students, and constituents of the State.

B. Associate and Assistant Deans/Directors and Assistants to the Dean/Director.

The Dean may appoint Associate and Assistant Deans/Directors and Assistants to the Dean/Director who serve at the Dean's discretion. Associate or Assistant Deans/Directors may be appointed for each of the major responsibility areas of instruction, research, extension, and international programs. Each of these shall assist the Dean to administrate College operations. Appointments shall be made with substantial input from College faculty, staff, and students. All University procedures with regard to appointments and/or reappointments will be followed.

- C. **Unit Heads.** Each unit of the College shall be administered by a chairperson, center director, or regional extension director. Unit heads are responsible for their unit's budget, program direction, welfare, and personnel matters, including recommendations for appointments, tenure, promotions, and salaries, in concert with procedures of the University. Each chair or unit head will be appointed by the Dean following a search process with substantial involvement of faculty, staff, and student clients of the unit. All University procedures with regard to appointments will be followed.

V. Governance Structure and Organization

The overall current structure for the College is attached (see attachment). The Dean shall communicate with and be advised by the Administrative Council, the Faculty Advisory Council, the Staff Advisory Council and the Agriculture and Natural Resources Student Council. The Dean and/or Director shall be responsible for the appointment of the College's standing committees and other advisory councils.

A. Administrative Council

1. Purpose: The Administrative Council shall consider and advise the Dean in all matters of the College, including academic, budgetary, and personnel matters.
2. Membership: All department chairpersons/associate deans/assistant deans, RED=s, and key academic/administrative leadership are members of the Council.
3. Meetings: Meetings shall be called by the Dean at least twice a year.

B. Faculty Advisory Council

1. Purpose: The Advisory Council shall advise the Dean.
2. Membership: Membership on the Council shall include the following:
 - a. Elected College Park faculty senators of the College
 - b. One faculty representative from each College unit not entitled to a campus senator
 - c. One faculty extension assistant
 - d. One research associate
3. Organization: The Advisory Council shall establish its own organizational structure and elect a chairperson and an executive committee. The Advisory Council may convene a meeting of the College Assembly.
4. Meetings: The Advisory Council shall meet on a regular basis, at least once per

semester, when called by the chairperson of the council.

C. Agriculture and Natural Resources Student Council

1. Purpose: It shall be the objective of this council to coordinate the activities of various clubs and organizations within the College of Agriculture and Natural Resources; to promote agriculture and natural resources public relations throughout the University; to foster the spirit of unity, friendship, and sociability among the students and faculty members of the College of Agriculture and Natural Resources; and to promote participation in extracurricular activities of the College of Agriculture and Natural Resources.
2. Membership: Active members of organizations and clubs in or related to the College of Agriculture and Natural Resources are eligible for membership in the council. Examples of clubs include Alpha Gamma Rho, Alpha Zeta, and the American Society of Agricultural Engineers.
3. Organization:
 - a. Each organization or club shall have two representatives on the council elected by the active members of that organization or club during their annual elections.
 - b. Representatives shall serve on the council for a term of two (2) semesters and may serve for an unlimited number of terms.
 - c. Representatives can serve as voting council members for only one organization or club.
 - d. Member clubs shall be responsible for appointing alternate representatives on a temporary basis should the need arise. In the event of a representative not returning to school or resigning, the vacant position shall be filled by a special election conducted by the organization or club concerned.
 - e. Officers of the council will not represent any individual organization or club.
4. Meetings: Council meetings shall be held at least once every other week during the fall semester and once a week during the spring semester.

D. Staff Advisory Council

1. Purpose: To function as an advisory board to the Dean of the College of Agriculture and Natural Resources (the Dean), and provide a mechanism for input on issues and concerns of campus and non-campus staff.

2. Membership: The Council membership shall consist of one elected staff representative from each of the following units/departments: CMREC/WMREC, WREC/LESREC, CITO, IGS/FCS/4-H, NRSR, ANSC, AREC, ENBE, ENST, IAA, NFSC, PSLA, VTMD, UME ~~Region I, Region II, Region III, East Region, West Region~~, Dean's staff, and any additional members appointed, or units recognized by the Dean of the College of Agriculture and Natural Resources.
3. Organization:
 - a. Elections will be held in each department/unit approximately 4 months prior to the end of the current members= term, and must be completed prior to the last quarterly council meeting of the term.
 - b. Terms of membership will be for two years, beginning January 1 of the calendar year following election to the Council. There shall be no limit to the number of terms an individual may serve.
 - c. Whenever a mid-term vacancy occurs on the Council, it will be filled by special election to complete the remainder of the term.
 - d. CHAIR. The chair shall call and preside over Council meetings, maintain communication with the Dean regarding Council activities and issues needing attention.
 - e. CO-CHAIR. The co-chair shall provide written notice of council meetings to all members, and assume the duties of the chair in his/her absence.
 - f. The chair and co-chair shall be elected from the Council membership by the Council members at the last quarterly Council meeting of the calendar year.
 - g. Committees may be assembled by the Chair, Co-chair or Dean of the College of Agriculture and Natural Resources, for specific purposes with specified completion dates.
4. Meetings: The Council will meet a minimum of four times a year. Special meetings may be called by the Dean of the College of Agriculture and Natural Resources or the Chair of the Council. Written notice of quarterly meetings shall be provided to all members of the Council. Notice of any special meetings shall include the purpose for which the meeting is being held. A quorum is required to conduct any business needing a vote by the Council. A quorum shall consist of at least 2/3 of the membership either present or by proxy. At all meetings, each member present, or by proxy shall be entitled to one vote. A majority vote is required for passage of motions. Members may also cast votes by physical or E-mail at the direction of the Dean of the College of Agriculture and Natural Resources or Chair of the Council. The Chair, or in his/her absence, the Co-Chair, shall preside at all meetings. In the absence of both the Chair and Co-Chair, the Council may select any member to act as Chair of the meeting.

VI. College Assembly

- A. **Composition:** The Assembly of the College of Agriculture and Natural Resources shall include all faculty and staff.
- B. **Purpose:** The purpose of the assembly is to foster involvement of faculty and staff in College affairs. The Dean shall report to the assembly. The assembly shall conduct the business of the College, receive reports, and stand as the forum for recognition of College personnel achievements.
- C. **Membership:** All faculty and staff members shall belong to the Assembly. Undergraduate and graduate students may be invited to attend on an ad hoc basis.
- D. **Meetings:** There shall be at least one assembly meeting each academic year called by the Dean. The Dean shall present a state of the College address at one assembly each year. If formal business is to be conducted, it will be done in accordance with Robert's Rules of Orders Newly Revised. A majority of the membership shall be considered a quorum.
- E. **Organization:** The assembly shall be chaired by the chairperson of the Faculty Advisory Council. Assembly organizational rules shall be established by the assembly.

VII. College Committees

College committees are established at any time by the Dean in consultation with the Faculty Advisory Council. An ad hoc committee on Strategic Planning shall be appointed by the Dean as needed. When an ad hoc committee is to be established, a clear statement must be made concerning the nature of the committee charge and the maximum time for its existence. In addition to any ad hoc committees, there are two standing committees:

A. Appointments, Promotion, and Tenure (APT) Committee

- 1. **Purpose:** The College APT Committee shall advise the Dean on appointments and promotions proposed by College units. The APT Committee may also advise the Dean on procedural and policy matters related to appointments, promotions, and tenure. Policies and procedures established by the APT Committee shall at all times conform to approved policies of the campus and of the University. Specific policies of the College process shall be written and made easily available to all interested parties.
- 2. **Membership:** The College APT Committee shall consist of tenured faculty members selected from each of the College units granting tenure. UME representation shall be determined by selecting one member to represent each

40-45 tenured and tenure-track faculty in UME.

3. Unit heads will be asked by the Dean for nominations to the committee, and appointment to the committee will be made by the Dean, in conformance with campus policies regarding inclusiveness and distribution of academic rank. The term of membership on the APT Committee will be staggered and will be for two years.
4. Organization: The APT Committee will elect its own chairperson and establish its own organizational procedures that conform with campus policies and procedures.
5. Meetings: The APT Committee will meet at the discretion of the Dean and committee chairperson.

B. Programs, Curricula, and Courses (PCC) Committee

1. Purpose: The PCC Committee reviews and makes recommendations to the Dean concerning the establishment, modification, or termination of College programs, curricula, or courses leading to academic degrees or certificates; the creation, abolition, or reassignment of departments of instruction, bureaus, centers, institutes, or other units whose purpose includes academic instruction leading to a UM degree or certificate. The PCC Committee also reviews and makes recommendations, through the Dean, to the Campus Senate Graduate and Undergraduate Committees on Programs, Curricula, and Courses.

The committee shall be especially concerned with the thoroughness and soundness of all proposals, with their role in meeting the mission of the College of Agriculture and Natural Resources or of the College Park campus, the need for the proposal, its effect on available resources, appropriateness of the sponsoring group, and conformity with existing regulations.

2. Membership: The PCC Committee shall consist of one member of each academic unit of the College, with the exception of IAA. Unit heads will be asked by the Dean for nominations to the committee. Appointments to the PCC Committee will be made by the Dean from the list of nominations. The Associate Dean for Academic Programs shall serve as an ex-officio member of the PCC Committee.
3. Organization: The Dean shall appoint a chairperson for the PCC Committee from the committee members.
4. Meetings: Meetings will be held as needed to complete the PCC Committee charges in a timely manner.

VIII. Unit Organizations

Each unit of the College shall establish a plan of organization. Unit plans of organization shall conform with the Campus Plan of Organization. Unit plans should be revised as needed.

IX. College Senators

The College of Agriculture and Natural Resources shall set up an election committee to elect College senators composed of faculty representatives of the units and population within the College. The College of Agriculture and Natural Resources shall appoint an election committee to conduct the election. The committee shall be made up of not less than five and not more than seven faculty members. Nominations shall be taken for each unit's senator and the at-large senators. The election committee shall conduct elections as needed to fill senate vacancies in each unit and at-large seats.

- A. Election of Faculty Senators. The election committee shall coordinate with each unit to conduct elections within the units and shall conduct the election for at-large senators. The faculty in each unit conducting elections are eligible to nominate colleagues to fill the unit's senate seat as well as the College's at-large senate seat(s). The election committee shall make every effort to ensure that every eligible faculty member has the opportunity to submit nominations.
- B. Apportionment of Faculty Senators. For the purposes of apportionment, all units, academic and nonacademic, shall be treated alike.
 1. Senators shall be elected from a unit and from at-large.
 2. Each unit shall have no more than one senator representing that unit solely.
- C. Election of College of Agriculture and Natural Resources Graduate Senators. The College shall select one or two graduate candidates to run in the at-large election. The College of Agriculture and Natural Resources' Advisory Council shall appoint a nomination committee composed of graduate students to choose nominees. Eligibility and term of office are determined by the Senate's "Plan of Organization."
- D. Election of College of Agriculture and Natural Resources Undergraduate Senators. The College of Agriculture and Natural Resources' Advisory Council, with participation from the Agriculture Student Council, shall appoint an election committee to conduct an election of the undergraduate senator(s). Eligibility and term of office are determined by

Revised 4/17/09

the Senate's "Plan of Organization."

X. By-Laws

By-Laws to this plan may be established by anyone named in this plan and shall be in accordance with this and other Campus Plans of Organization.

XI. Amendments

Proposed amendments to this Plan of Organization should be presented in writing to the chairperson of the Faculty Advisory Council. The Faculty Advisory Council chairperson shall schedule proposed amendments for discussion and action at the next regular or special meeting of the college assembly. The chairperson will notify faculty and staff in advance of the meeting, through unit chairpersons or directors, that these proposals will be considered. An amendment shall be adopted with a majority assenting vote of those present at the assembly meeting. The vote will be by secret ballot.

XII. Adoption

This plan shall be adopted upon approval by the College Park Campus **University** Senate and with majority approval of the faculty of the College of Agriculture and Natural Resources voting on this plan.

Attachment:

Plan of Organization
College of Agriculture and Natural Resources
University of Maryland, College Park

I. Purpose

The purpose of this plan of organization is to provide a structure for shared, balanced governance of the College of Agriculture and Natural Resources, giving due regard to rights, responsibilities, and participation of the entire College community.

II. Mission

The mission of the College of Agriculture and Natural Resources at the University of Maryland, College Park, is to provide education and conduct research related to agriculture, natural resources, and environmental biology; to provide service to the campus, agricultural professional community, state and local governments, and to the citizens of the State. Research is intended to expand basic knowledge, to analyze important issues, to create and transfer new technology, and to help provide solutions to practical problems and critical issues. Educational programs are provided for undergraduate and graduate students as well as other citizens both on and off campus. *Service activities may take several different forms: service to the University; to the profession and higher education; and to the community, school systems, and government agencies.*

III. College Units

The following units (academic and non-degree granting) comprise the College of Agriculture and Natural Resources:

A. Academic Units

~~Department of Biological Resources Engineering~~
Department of Agricultural and Resource Economics
~~Department of Natural Resource Sciences and Landscape Architecture~~
Department of Animal and Avian Sciences
Department of Environmental Science and Technology
Department of Nutrition and Food Science
Department of Plant Science and Landscape Architecture
Department of Veterinary Medicine
Institute for Applied Agriculture

B. Maryland Cooperative Extension (MCE)

~~Region I~~ East Region

~~Region II~~ West Region

~~Region III~~

Campus Faculty

- C. Maryland Agricultural Experiment Station (MAES)
- D. Maryland Campus of the VirginiaCMaryland Regional College of Veterinary Medicine

IV. Administration

- A. **Dean.** The Dean is the chief executive officer of the College of Agriculture and Natural Resources. The Dean has overall responsibility for the College's facilities, budget, academic affairs, research operations, programs, operations, and personnel matters. The Dean also serves as Director of Maryland Cooperative Extension and the Maryland Agricultural Experiment Station. The Dean has statewide responsibility for articulating the mission and goals of the College. The Dean is appointed by authority of the President of the University of Maryland upon recommendation of the Senior Vice President for Academic Affairs and Provost, following a search involving substantial participation by faculty, staff, students, and constituents of the State.
- B. **Associate and Assistant Deans/Directors and Assistants to the Dean/Director.** The Dean may appoint Associate and Assistant Deans/Directors and Assistants to the Dean/Director who serve at the Dean's discretion. Associate or Assistant Deans/Directors may be appointed for each of the major responsibility areas of instruction, research, extension, administrative services, and international programs. Each of these shall assist the Dean to administer College operations. Appointments shall be made with substantial input from College faculty, staff, and students. All University procedures with regard to appointments and/or reappointments will be followed.
- C. **Unit Heads.** Each unit of the College shall be administered by a chairperson, center director, or regional extension director. Unit heads are responsible for their unit's budget, program direction, welfare, and personnel matters, including recommendations for appointments, tenure, promotions, and salaries, in concert with procedures of the University. Each chair or unit head will be appointed by the Dean following a search process with substantial involvement of faculty, staff, and student clients of the unit. All University procedures with regard to appointments will be followed.

V. Governance Structure and Organization

The overall current structure for the College is attached (see attachment). The Dean shall communicate with and be advised by the Administrative Council, the Faculty Advisory

Council, the Staff Advisory Council and the Agriculture and Natural Resources Student Council. The Dean and/or Director shall be responsible for the appointment of the College's standing committees and other advisory councils.

A. Administrative Council

1. Purpose: The Administrative Council shall consider and advise the Dean in all matters of the College, including academic, budgetary, and personnel matters.
2. Membership: All department chairpersons/associate deans/assistant deans, RED=s, and key academic/administrative leadership are members of the Council.
3. Meetings: Meetings shall be called by the Dean at least twice a year.

B. Faculty Advisory Council

1. Purpose: The Advisory Council shall advise the Dean.
2. Membership: Membership on the Council shall include the following:
 - a. A faculty representative from every unit in the College
 - b. One faculty extension assistant
 - c. One research associate
3. Organization: The Advisory Council shall establish its own organizational structure and elect a chairperson and an executive committee. The Advisory Council may convene a meeting of the College Assembly.
4. Meetings: The Advisory Council shall meet on a regular basis, at least once per semester, when called by the chairperson of the council.

C. Agriculture and Natural Resources Student Council

1. Purpose: It shall be the objective of this council to coordinate the activities of various clubs and organizations within the College of Agriculture and Natural Resources; to promote agriculture and natural resources public relations throughout the University; to foster the spirit of unity, friendship, and sociability among the students and faculty members of the College of Agriculture and Natural Resources; and to promote participation in extracurricular activities of the College of Agriculture and Natural Resources.
2. Membership: Active members of organizations and clubs in or related to the College of Agriculture and Natural Resources are eligible for membership in the council. Examples of clubs include Alpha Gamma Rho, Alpha Zeta, and the American Society of Agricultural Engineers.
3. Organization:
 - a. Each organization or club shall have two representatives on the council elected by the active members of that organization or club during their annual elections.

- b. Representatives shall serve on the council for a term of two (2) semesters and may serve for an unlimited number of terms.
 - c. Representatives can serve as voting council members for only one organization or club.
 - d. Member clubs shall be responsible for appointing alternate representatives on a temporary basis should the need arise. In the event of a representative not returning to school or resigning, the vacant position shall be filled by a special election conducted by the organization or club concerned.
 - e. Officers of the council will not represent any individual organization or club.
4. Meetings: Council meetings shall be held at least once every other week during the fall semester and once a week during the spring semester.

D. Staff Advisory Council

1. Purpose: To function as an advisory board to the Dean of the College of Agriculture and Natural Resources (the Dean), and provide a mechanism for input on issues and concerns of campus and non-campus staff.
2. Membership: The Council membership shall consist of one elected staff representative from each of the following units/departments: CMREC/WMREC, WREC/LESREC, CITO, IGS/FCS/4-H, NRSL, ANSC, AREC, ENBE, ENST, IAA, NFSC, PSLA, VTMD, ~~Region I, Region II, Region III~~, East Region, West Region, Dean's staff, and any additional members appointed, or units recognized by the Dean of the College of Agriculture and Natural Resources.
3. Organization:
 - a. Elections will be held in each department/unit approximately 4 months prior to the end of the current members= term, and must be completed prior to the last quarterly council meeting of the term.
 - b. Terms of membership will be for two years, beginning January 1 of the calendar year following election to the Council. There shall be no limit to the number of terms an individual may serve.
 - c. Whenever a mid-term vacancy occurs on the Council, it will be filled by special election to complete the remainder of the term.
 - d. CHAIR. The chair shall call and preside over Council meetings, maintain communication with the Dean regarding Council activities and issues needing attention.
 - e. CO-CHAIR. The co-chair shall provide written notice of council meetings to all members, and assume the duties of the chair in his/her absence.
 - f. The chair and co-chair shall be elected from the Council membership by the Council members at the last quarterly Council meeting of the calendar year.

- g. Committees may be assembled by the Chair, Co-chair or Dean of the College of Agriculture and Natural Resources, for specific purposes with specified completion dates.
4. Meetings: The Council will meet a minimum of four times a year. Special meetings may be called by the Dean of the College of Agriculture and Natural Resources or the Chair of the Council. Written notice of quarterly meetings shall be provided to all members of the Council. Notice of any special meetings shall include the purpose for which the meeting is being held. A quorum is required to conduct any business needing a vote by the Council. A quorum shall consist of at least 2/3 of the membership either present or by proxy. At all meetings, each member present, or by proxy shall be entitled to one vote. A majority vote is required for passage of motions. Members may also cast votes by physical or E-mail at the direction of the Dean of the College of Agriculture and Natural Resources or Chair of the Council. The Chair, or in his/her absence, the Co-Chair, shall preside at all meetings. In the absence of both the Chair and Co-Chair, the Council may select any member to act as Chair of the meeting.

E. Merit Pay

Merit dollars that are transmitted from the Provost to the Dean as a percent of total salary budget will be distributed to the departments using the established discretion provided by the Provost. The Dean, in consultation with a faculty advisory committee, shall distribute money to reward department faculty or unit staff members who are exceptionally productive in the areas of research and scholarship, creative activity, teaching and advising, or service. Dean may retain a small percentage of salary money for special problems.

VI. College Assembly

- A. Composition: The Assembly of the College of Agriculture and Natural Resources shall include all faculty and staff.
- B. Purpose: The purpose of the assembly is to foster involvement of faculty and staff in College affairs. The Dean shall report to the assembly. The assembly shall discuss [or consider] the business of the College, receive reports, and stand as the forum for recognition of College personnel achievements.
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Prepared for Senate Review, November 2007